

**ANNEX B****COMMUNICATIONS****B.1 PURPOSE**

This Annex provides information on LaRC – unique communications network available to assist during emergency operations.

**B.2 SITUATION AND ASSUMPTIONS****B.2.1 Situation**

In addition to the normal telephone system servicing LaRC, the Center also has a high frequency 800 MHZ radio system, and a paging system with assigned frequencies that can also be used in an emergency.

**B.2.2 Assumptions**

- a. In the event of a situation that would cause the LaRC Emergency Operations Center to be activated, normal telephone communications would be either unreliable or nonexistent.
- b. Portable radios can be used effectively for up to 10 hours in a maximum use scenario. Following that period the batteries would have to be recharged. Recharging takes about one hour. Facility 1248 has backup power and chargers to charge all required Portable units.
- c. The paging system and its transmitter at Facility 1197 have backup generators and should be operational.

**B.3 CONCEPT OF OPERATIONS****B.3.1 General**

Emergency communications have been designed and planned to provide: (1) information about the emergency on a timely basis to decision makers, and (2) a method to convey direction from the decision makers to those persons designated to provide emergency services.

**B.3.2. Emergency Portable Communication Radios**

There are two radio system types on the Center. The low band FM type of radios is used by contractors, LAFB, State Police and is monitored by the Emergency Communication Center (ECC) in Facility 1248. The second type is an 800 MHZ high

band system used by the NASA Fire Department, NASA Security Office, NASA Office of Safety and Facility Assurance, City of Hampton, and the ECC.

The ECC has a 10 hour UPS and a backup generator. The ECC can monitor and contact all surrounding bases and municipalities. The ECC also has the central fire alarm system, central security system, central card key system, camera systems, and cable TV.

Radio users have their own battery charging systems that pulse-charge the batteries in about 1 hour. In the absence of normal AC electrical power at LaRC, the LaRC Fire Department has the capability to recharge the batteries.

**ANNEX C****WARNING/ALERTING****C.1 PURPOSE**

This Annex provides for a capability to warn LaRC personnel of any highly probable and immediate danger.

**C.2 SITUATION AND ASSUMPTIONS****C.2.1 Situation**

- a. The need to warn Center personnel is common to all hazards.
- b. Hazards vary markedly in predictability and speed of onset. Time available for warning may vary, therefore, from ample to none.

**C.2.2 Assumption**

A good warning system is one of the community's most valuable emergency management assets, having great potential for saving lives and preventing injuries.

**C.3 CONCEPT OF OPERATIONS****C.3.1 General**

- a. The concept of warning includes activation of the emergency management organization, that is, notifying organizations and individuals with emergency management responsibilities.
- b. When designated authorities determine that it is necessary to warn the people of a threat to public safety, a strategy appropriate to the situation will be selected or developed and immediately implemented. This strategy will involve the use of as many facilities and techniques as necessary to ensure complete coverage of the affected area. The strategy will also be affected by the source and credibility of the report of the threat.

**C.4 ADMINISTRATION AND LOGISTICS**

There are multiple sirens located throughout the LaRC complex and they are controlled from the Emergency Dispatch Office and the Emergency Operations Center (EOC). Maintenance of these systems is performed by the Facility and Equipment Support Services Contractor. There is also an Emergency Broadcast System (EBS) that can be controlled from Facility 1221, Facility 1162, and the EOC. There are TVs in most facilities and all can get the EBS signal if sent by any of the three locations. In the event of an emergency, the sirens will sound and personnel at LaRC have been trained to tune their TVs to LaRC Cable Channel 11 (the Safety Channel).

## **C.5 REFERENCES**

- a. Federal Emergency Management Agency, "Principles of Warning and Criteria Governing Eligibility of National Warning System's (NAWAS) Terminals," Civil Preparedness Guide (CPG) 1-14, Washington, D.C.
- b. Federal Emergency Management Agency, "National Warning System (NAWAS) Operations Manual," Civil Preparedness Guide (CPG) 1-16, Washington, D.C.
- c. Federal Emergency Management Agency, "Objectives for Local Emergency Management," Civil Preparedness Guide (CPG) 1-5, Washington, D.C.

**ANNEX D****CENTER CONTINGENCY COMMUNICATIONS****D.1 PURPOSE**

- a. This Annex establishes policies and procedures and assigns responsibilities to ensure the maintenance of a capability to disseminate accurate and timely information of potential and actual large-scale emergencies to LaRC personnel (both Government and contractor) and their families. Such internal and external communication will be provided by Office of Public Affairs (OPA), Office of External Affairs (OEA) personnel.
- b. This Annex states LaRC policy in the event of an LaRC contingency and establishes procedures for internal and external communications by OPA personnel. This includes, but is not limited to, notification of Headquarters newsroom, coordination and issuance of news releases, establishment of a news center, identification of media escorts and program spokesperson, scheduling of news conferences, and assignment of OPA representative to scene of contingency or Emergency Control Center and Accident Investigation Board. (NSTS, LaRC OPA)
- c. This plan places great emphasis on a rapid and accurate response. Scanners, car telephones, and satellite remote "feeds" allow the media to respond very quickly to a breaking story. LaRC's goal is to tell the story correctly before the media locates an unofficial source to tell the story with incomplete or erroneous information.

**D.2 REFERENCES**

- a. NPD 8710.1, "Emergency Preparedness Program"
- b. NPD 8621.1, "NASA Mishap Reporting and Investigating Policy"
- c. NPG 8621.1, "NASA Procedures and Guidelines for Mishap Reporting, Investigating, and Recordkeeping"
- d. LAPG 1040.2, "LaRC Duty Officer's Handbook"
- e. LAPG 1710.4, "Personnel Protection - Clothing and Equipment"
- f. NASA Headquarters "Newsroom Media Services Handbook"
- g. NASA Headquarters "Public Affairs Guidelines"
- h. NASA "Space Transportation System Public Affairs Contingency Plan"

**NOTE: Unnumbered “NASA” documents are retained by the Office of Public Affairs, OEA**

### **D.3 OBJECTIVE**

- a. The primary responsibility of LaRC personnel during a Center contingency event is the safeguard of human life and to protect property.
- b. The objective of this contingency communication plan is to preserve the Center’s right to communicate on its own behalf. By failing to respond quickly and appropriately to a contingency, the Center will forfeit the opportunity to provide accurate information to the public. (LaRC OPA)
- c. It is NASA policy to make factual information available to the public through the media and to provide “for the widest practicable and appropriate dissemination of information concerning its activities and the results thereof” even though the Agency is unable to explain the reasons behind the fact or phenomenon. (NASA Space Act of 1958)
- d. All communications to the media will be through the LaRC OPA.

### **D.4 SITUATION AND ASSUMPTIONS**

#### **D.4.1 Situation**

- a. LaRC and the surrounding communities have continuing programs which use various channels of communication, including the mass media, to provide needed and desired information about local government activities and services to the general public.
- b. During periods of emergency, the public needs, and generally desires, detailed information regarding protective action to be taken for minimizing loss of life and property. There are times, however, when disaster strikes without warning and the public information system cannot react rapidly enough to properly inform the public about the hazard. For this reason it is important that, prior to the occurrence of an emergency, the public be made aware of potential hazards and the protective measures that can be employed.
- c. In major emergency situations, there may be large numbers of media representatives seeking information about the situation and about response actions. It is the policy of LaRC to cooperate fully with media, to provide complete and accurate information, and to create an atmosphere conducive to useful and constructive participation by the media in all phases of emergency management. LaRC officials are developing procedures in cooperation with local news media to disseminate emergency information to the public. They recognize, however, that a really large emergency will attract regional and national

media representatives not parties to, or knowledgeable of, local media arrangements.

#### **D.4.2 Assumptions**

- a. During emergency situations, the general public will demand information and instructions on proper survival/response actions.
- b. The media will demand information about emergency situations. The local media, particularly broadcast, will perform an essential role in providing emergency instructions and up-to-date information to the public. Depending on the severity of the emergency, or the media's conception of the severity of the emergency, regional and national media will also cover the story and demand information and comment from local officials.
- c. Depending on the severity of the emergency, telephone communication may be sporadic or impossible. Local and regional radio and television stations without emergency power may also be off the air.
- d. Demand for information will be overwhelming if sufficient staff is not provided and if staff is not trained and operating from a media relations plan.

### **D.5 CONCEPTS OF OPERATIONS**

#### **D.5.1 Phases of Emergency Management**

- a. **Mitigation.-** The public information program relating to hazard mitigation is critically important and challenging. LaRC will carry on a continuing effort in this area coordinated by the governmental Public Affairs Officers and drawing on the expertise, creativity, and other resources of appropriate agencies, organizations, and individuals. Hazard mitigation public information is not regarded as "emergency public information." It can and should be approached as a topic of major importance to be covered in the regular public information programs using the best available tools and techniques of public and media relations. An example of this type of activity is the ongoing effort to inform the public of LaRC's mission. Presentations are frequently made to civic organizations, and information is provided through both the print and broadcast media to maintain awareness of inherent hazards and to stimulate interest in and support for mitigation measures.
- b. **Preparedness.-** OPA preparedness includes development and maintenance of plans, procedures, and standby public information materials. Staff must be trained to fill positions in the planned OPA organization. In an increased readiness situation, preparedness activities are accelerated; and there may be a need to respond to many inquiries from the media and the public.
- c. **Response.-** The OPA staff will be directly involved in the warning

process. In large-scale emergencies or emergency threats, the PAO organizations will be fully mobilized and will disseminate emergency instructions and information to the public in the following order of priority:

- (1) Lifesaving/health preservation instructions;
- (2) Emergency status information; and
- (3) Other useful information, originated by the Government or in response to media inquiries.

In both the response and recovery phases, the OPA organization may employ a Joint Information Center (JIC) and On-Scene Public Information Teams, as appropriate and possible, depending on the nature of the hazard and the size and other characteristics of the emergency.

- d. **Recovery.**- During this phase, attention will be focused on restoring channels of communication with the public. Appropriate information will continue to be released, particularly on the restoration of essential services, travel restrictions, and assistance programs available. When time allows, actions taken during the emergency will be assessed; and the OPA Plan and checklist will be revised as necessary.

#### **D.5.2 Direction and Control**

When the emergency organization is activated, the public information staffs are integral parts of the direction and control organizations. OPA personnel will be available to advise the policy group on communication with the media and public.

#### **D.5.3 Coordination of Public Information**

It is essential that the OPA organization and activity be recognized as a coherent system. The size and other characteristics of the emergency will determine how many levels of the system become actively involved and whether a JIC will be employed. For proper coordination in a large-scale emergency, it is essential that information be released from a single point to assure consistency and authenticity. The system will avoid having multiple releasing points. If State and Federal officials become involved, LaRC will cooperate and provide appropriate support for a JIC. The following approach is a typical one for large-scale emergencies:

- a. On-the-scene OPA representatives will coordinate among themselves and will normally release information at a single location. It is desirable that the public information representatives of local private agencies, such as the American Red Cross, Salvation Army, and utility companies, join in releasing information through the single coordination point.
- b. If the State Emergency Management Agency activates an Emergency Public Information (EPI) Center at the Headquarters in Richmond or the Governor's press secretary serves in that capacity, OPA representatives



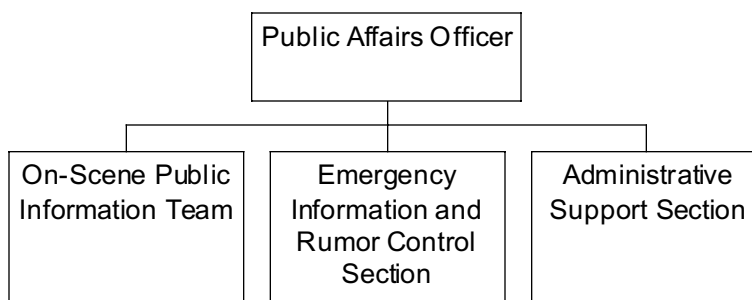
of local jurisdictions will coordinate with the State Public Information Office (PIO). In an emergency with statewide impact, there may be a State EPI Center, and the Governor's press secretary may be a releasing point to the media, in coordination with the single news point or JIC at the scene. The personnel representing the Governor may release information through the JIC instead of the State Capitol.

- c. The State PIO will summarize the emergency situation for the media and report on State agency response activities. The State PIO will also coordinate with the Federal Emergency Management Agency (FEMA) regional or specific disaster PIO and provide OPA staff support to local jurisdictions on request.
- d. The FEMA PIO at the FEMA regional office or at the emergency scene will provide information on Federal response efforts and Federal assistance programs and will coordinate with State and local PIO's. If practicable, Federal information coordinating functions should be integrated into the local or State news releasing facility, if it already exists in a JIC operation.

## **D.6 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **D.6.1 Organization**

- a. Most emergency situations will be handled by a single OPA representative. For large-scale emergency, however, a OPA staff will be set up with an organization as shown in Figure D-1.



**Figure D-1: Emergency Public Information Organization**

- b. The PIO may serve in a dual role as chief public information staff person to the Center Director and as the Center's representative at the single news point or JIC, coordinating with PIO's in other governmental jurisdictions and private organizations.

## **D.6.2 Assignment of Responsibilities**

- a. All LaRC Organizational Units
  - (1) When the LaRC emergency organization is activated, provide information concerning operations to the OPA organization and issue all emergency information to the news media and the public through the OPA organization to assure proper coordination.
  - (2) Develop and maintain hazard-specific public information literature.
- b. LaRC OPA
  - (1) Develop a capability to rapidly release emergency instructions and information to the public through all available means.
  - (2) Receive all calls from the media and the public concerning an emergency situation and respond with official information or relay calls to the EOC staff members, as appropriate.
  - (3) Obtain reports or situation summaries from the EOC representatives of all emergency organization elements to maintain current estimates of the situation.
  - (4) Prepare news releases.
  - (5) Conduct situation briefings for visitors, media, and so forth, as appropriate.
  - (6) Conduct tours of area affected by the emergency, when and if appropriate with approval of the On-Scene Commander and the EPO.
  - (7) Deploy on-scene public information teams, as appropriate.
  - (8) Establish a field media center, if appropriate, at a location separate from any field command posts. Be prepared to work with State and Federal PIO's in a JIC arrangement, preferably at a single location.
  - (9) Arrange interviews with key personnel when requested by media, if and when possible, without interfering with response operations.
- c. LaRC Employees--Media access to an emergency scene will be made on a case-by-case basis. A decision on whether or not you as an LaRC employee should meet with the news media should be made only after consultation with a full-time senior PAO Specialist, who will brief you prior to the interview on these ground rules and discuss possible questions and

answers.

- (1) No immediate media access to any LaRC personnel shall be granted, until they have had time to rest, collect thoughts, and be briefed on ground rules by OPA.
- (2) No discussion of details of an accident/incident should be given to the media because those details will be part of an official accident investigation.
- (3) You may express personal experience and impressions with respect to incident. For example: What your actions were to escape injury; what you did to fight fires or rescue people, and so forth. Each person has an individual story to tell: how he or she felt, and so forth.
- (4) No LaRC personnel can be forced to talk to the news media. It is an individual decision. (You have a right to remain silent.)
- (5) Comments in an interview should not include your personal "opinion or speculation" as to how an accident happened, how it could have been avoided, and so forth. No "Monday-morning quarterbacking."
- (6) Avoid repeating stories you are not sure of or for which you do not have firsthand knowledge. There will always be a great many rumors circulating which get more distorted each time they are repeated.
- (7) Information given to the press will be on an "on-the-record" basis only and attributable to the person(s) making the remarks. Any NASA employee providing material to the press will identify himself/herself as the source.
- (8) Public information volunteered by a NASA official will not be considered exclusive to any one media source and will be made available to other sources, if requested.
- (9) There will be times during contingencies when the flow of new information ceases because additional facts are not known. When this occurs, personnel must avoid speculation and limit comments to: (1) what is known to have occurred and (2) what action is being taken to obtain additional information.
- (10) Any attempt by news media representatives to obtain classified information will be reported through the NASA Headquarters, Office of Communications, or the LaRC Public Affairs Officer to the LaRC Security Office. The knowing disclosure of classified information to unauthorized individuals will be cause for

disciplinary actions against the NASA employee involved.

## **D.7 CONTINGENCY COMMUNICATION PLAN ACTIVATION**

- a. This contingency plan becomes effective with the occurrence of any uncontrolled event that leads to or could lead to personnel injuries or death, significant losses of equipment, a substantial delay to a program, or is expected to attract the public interest. These events could include industrial accidents, aircraft crashes, civil disturbances, and natural catastrophes. It will also apply if research activities result in accidents some distance from the Center, or private property is damaged.
- b. The contingency communication plan is activated when it is apparent to the Public Affairs Officer that a contingency situation has occurred, or when the Public Affairs Officer is notified of a contingency by the Emergency Alerting System.

## **D.8 SHUTTLE CONTINGENCY**

The LaRC OPA is responsible for implementing the Agency's "STS Public Affairs Contingency Plan" if an incident occurs.

A catastrophic shuttle accident, or any incident which terminates a flight prematurely, will automatically initiate contingency public affairs media operations at LaRC. This will include:

- a. Notifying Center senior staff.
- b. Establishing a news center (Facility 1201) with two-way audio link on NASA Select television circuit to support question and answer sessions during the Agency news conference, normally 1 hour after the contingency.

**NOTE:** Facility 1219 should not be used as a news center.

- c. Identifying and briefing a senior Center spokesperson to provide status reports to the media as information becomes available.

**NOTE:** The Agency is required to make an announcement within 1 hour of the contingency event.

- d. Providing assistance to enable the local media to report the news accurately.

## **D.9 ADMINISTRATION AND LOGISTICS**

**D.9.1** As an integral part of the direction and control organization, the OPA organization is assigned space in the LaRC EOC; and its needs for communications, supplies, and equipment are covered in the EOC standard operating procedures.

**D.9.2** If practical in a given emergency situation, OPA personnel will continue to work in the office space they normally occupy, since more space and equipment are available there.

**D.9.3** The LaRC Press Room will be used initially as a media center if the nature of the emergency does not make this impractical. The size of this facility, however, makes it inadequate for almost any situation sufficiently serious to call for activation of the LaRC EOC. The decisions on establishment of a larger media center and on its location will be made by the OPA.

**D.9.4** Guidelines for release of information is included as Enclosure 1 to this Annex.

**D.9.5** A listing of media resources is included as Enclosure 2 to this Annex.

**D.9.6** A major activity of the OPA office in nonemergency times is the development and refinement of literature; such as, camera-ready copy for newspaper supplements and scripts and visual aids for use through the electronic media. Copies of some of these materials along with administrative procedures for their dissemination are included as Enclosure 3 to this Annex.

## **D.10 PLAN DEVELOPMENT AND MAINTENANCE**

This Annex is maintained by the LaRC OPA.

### **ENCLOSURES:**

1. Guidelines for Release of Information
2. Area Radio and Television Stations
3. Sample Announcements

**ANNEX D**  
**Enclosure 1****GUIDELINES FOR RELEASE OF INFORMATION**

<b>DEFINITIONS</b>	The following guideline or definitions have been established by the Office of Public Affairs, Office of External Affairs.
<b>Fact Sheets</b>	Narrative, in-depth accounts of a NASA program, project, or situation.
<b>Status Reports</b>	Daily or weekly accounts of ongoing activities of interest to the media. A good example is the daily shuttle status reports issued by the John F. Kennedy Space Center.
<b>Advisories</b>	Short notices of dynamic events. Good examples are changing launch dates.
<b>Note to Editors</b>	Straightforward notice of NASA news conferences, symposiums, or other events of interest to the media.
<b>News Conference</b>	An event to announce major news events and to present the opportunity for the media to ask questions.
<b>News Release</b>	The most often used and major device to announce NASA information. A written news story.
<b>Response to Query</b>	A reactive answer to an actual media query or a planned answer to an anticipated media question. More than likely, this form of information will be precipitated by something beyond NASA's control.

**NEWS RELEASE VERSUS RESPONSE TO QUERY**

- The response to query (RTQ) is no substitute for a bonafide news release.
- The need for an RTQ often can be alleviated if the time is taken to prepare a timely and fully-informative news release or hold a press conference, if the subject is important enough.
- The need for an RTQ is decreased if information is released in sensible, straightforward, and timely manner before the issue becomes a crisis.
- Management should be advised of the form that the release of information will take and the reasons for the decision.

## **WHEN TO USE THE RESPONSE TO QUERY**

- The RTQ is the basis for a verbal response. It is not volunteered or used as a written handout.
- In most instances, the need for the RTQ is time sensitive and must have the highest priority in the clearance process.
- The RTQ should be distributed to the relevant OPA staffs at NASA Headquarters and the field installations, but, under certain circumstances, only designated Public Information Officers should be assigned to respond.
- After three RTQ's on the same subject, a press release should be developed and distributed.
- The RTQ should adhere to the following format:
  - Cover a single subject.
  - Be kept short.
  - Be a statement or hypothetical question followed by an answer.
  - Be dated.
  - Name the PAO contact/telephone number.
  - Name the source and indicate if the source is available for further information.

**ANNEX D**  
**Enclosure 2**

**AREA RADIO AND TELEVISION STATIONS**

<b><u>AM Station</u></b>	<b><u>Frequency</u></b>	<b><u>Location</u></b>	<b><u>Telephone</u></b>
WMBG	740	Williamsburg	229-7400
WTAR	850	Norfolk	640-8585
WNIS	790	Norfolk	640-8500
WCMS	1050	Virginia Beach	424-1050
WGH	1310	Virginia Beach	671-1000

<b><u>FM Station</u></b>	<b><u>Frequency</u></b>	<b><u>Location</u></b>	<b><u>Telephone</u></b>
WHRO	90.3	Norfolk	889-9400
WFOG	92.9	Virginia Beach	499-9570
WTAR	95.7	Norfolk	640-8500
WGH	97.3	Virginia Beach	671-1000
WCMS	100.5	Virginia Beach	424-1050
WWDE	101.3	Hampton	420-1013
WOWI	102.9	Norfolk	466-0009
WNVZ	104.5	Norfolk	497-2000

<b><u>TV Station</u></b>	<b><u>Channel</u></b>	<b><u>Location</u></b>	<b><u>Telephone</u></b>
WTKR	3	Norfolk	623-1114
WVEC	13	Norfolk	625-1313
WAVY	10	Portsmouth	393-1010
WGNT	27	Portsmouth	393-2501
WVBT	43	Portsmouth	393-4343



**ANNEX D**  
**Enclosure 3****SAMPLE ANNOUNCEMENTS****I. PURPOSE**

To provide sample announcements to be used when weather or hazardous driving conditions require the closing of LaRC.

**II. NOTICES TO BE POSTED ON LaRC EMERGENCY ANNOUNCEMENT SYSTEM (864-2111) OR (888-664-2111)****Close #1**

The Langley Research Center will be closed today because of weather and road conditions. In addition, employees on today's second and tonight's third shifts are not to report for duty. Normal operations are expected to resume tomorrow morning, (Date).

**Close #2**

The Langley Research Center will be closed today because of weather and road conditions. Employees on morning shifts are not to report for duty. A decision will be made about noon today relative to the second and third shifts.

**Delay #1**

The Langley Research Center will open today at 10 a.m. Employees should continue to monitor this phone line for any change in this plan.

**III. INTRA-CENTER NOTICE****A. Early Dismissal**

On \_\_\_\_\_, NASA Langley Research Center will close at \_\_\_\_\_. Second and third shifts are canceled, except for those key employees whose presence is required by their work assignments. Employees should continue to monitor this phone line for any change in this plan.

**B. Work Resumption**

On \_\_\_\_\_, employees will be expected to report for duty at normal hours. Employees should continue to monitor this phone line for any change in this plan.

#### IV. LANGLEY RESEARCH CENTER ANNOUNCEMENT

A. Examples of guidance to employees follow. These announcements, when made, should be typed on the official NASA LaRC Announcement form.

##### 1. Announcement for Beginning of Shift

“Subject: Excused Leave Because of Hazardous Weather,  
(Date)

Because of hazardous driving conditions, employees may be excused from duty as follows:

(Date): Excused leave not to exceed (\_\_\_\_) hours is authorized at the beginning of each day shift.

Employees who were absent at the beginning of their shifts for longer than (\_\_\_\_) hours are not eligible for the excused leave and are to be charged the appropriate leave for the entire absence.

Employees requiring more time at the beginning of their shift, submit to the Head, Office of Human Resources, NASA Langley Form 54, “Request for Special Leave or Excused Absence.” The procedure is outlined in LAPD 3630.3, “Attendance and Leave.”

The excused leave is to be shown on T&A reports as excused leave, Code XLV.

Director, Office of Human Resources.”

##### 2. Announcement for Early Dismissal

“SUBJECT: Excused Leave Because of Hazardous Weather,  
(Date)

Because of hazardous road conditions caused by a (snowstorm), employees who were in an actual duty status may be excused (\_\_\_\_) hours before the end of their shifts on (Date). Shifts beginning after 3:30 p.m. on this date were excused. Employees are considered in an actual duty status if:

- a) Actually on duty at the time of dismissal; or
- b) Excused from duty (on annual, sick, court, or other leave), at the time of dismissal with the expectation that they would return on duty before the end of the shift, or

- c) On duty when the early dismissal was announced, but requested and was granted leave between the time of notification of the early dismissal and time of actual dismissal.

Employees on leave, as set forth in paragraphs b and c above, are to be charged the appropriate leave from time of departure to time of dismissal.

The excused leave is to be shown on T&A reports as excused leave, Code XLV.

Director, Office of Human Resources”

B. Examples of guidance to the media regarding hurricanes follow. These announcements should also be typed on the official NASA LaRC announcement form.

1. General information regarding hurricane alert conditions

“SUBJECT: Hurricane Alert Conditions

The arrival of hurricane winds at this Center is presaged by a gradual increase in wind velocities as the storm approaches. It is recognized that at the present time the exact prediction of the course of a hurricane, its landfall, and destructive potential cannot accurately be foretold; nevertheless, it is helpful to designate certain anticipated conditions which serve as alerting and action milestones.

Six hurricane conditions are designated as follows:

- a) **Hurricane 4:** Seventy-two hours prior to the arrival of 50-knot winds.
- b) **Hurricane 3:** Forty-eight hours prior to the arrival of 50-knot winds.
- c) **Hurricane 2:** Twenty-four hours prior to the arrival of 50-knot winds.
- d) **Hurricane 1:** Twelve hours prior to the arrival of 50-knot winds.
- e) **Hurricane Red:** Experiencing 50-knot or greater winds.
- f) **All Clear:** Severe weather conditions have dissipated.

**Note:** A 50-knot wind is equivalent to approximately 58 miles per hour.

Published hurricane announcements at LaRC will begin with the declaration of Hurricane 2. LAPG 1046.1, “Langley Research Center

Emergency Plan”, Chapter 3, contains instructions to those personnel with assigned hurricane preparatory performance duties.

LaRC Emergency Preparedness Officer”

## 2. Hurricane Report Example #1

“SUBJECT: Hurricane Report

The latest hurricane advisory locates the center of Hurricane \_\_\_\_\_ at latitude \_\_\_\_\_ and longitude \_\_\_\_\_. This places it at \_\_\_\_\_ miles off the coasts of \_\_\_\_\_ proceeding in a \_\_\_\_\_ direction at a speed of \_\_\_\_\_ miles per hour.

Hurricane Conditions (Hurricane) 2 is announced.

Facility Coordinators and staff members with assignments should review LAPG 1046.1, “Langley Research Center Emergency Plan”, Chapter 3, and make preparation to execute damage control measures.

Be alert for periodic announcements which will be issued as conditions change.

LaRC Emergency Preparedness Officer”

## 3. Hurricane Report Example #2

“SUBJECT: Hurricane Report

The latest hurricane advisory locates the center of Hurricane \_\_\_\_\_ at latitude \_\_\_\_\_ and longitude \_\_\_\_\_. This places it at \_\_\_\_\_ miles off the coasts of \_\_\_\_\_ proceeding in a \_\_\_\_\_ direction at a speed of \_\_\_\_\_ miles per hour.

Hurricane Condition (Hurricane) 1 is announced.”

## OPTIONAL PARAGRAPHS

- a) The Emergency Operations Center is open in Facility 1162, extension 49315.
- b) Damage control measures and other preparatory measures as directed by LAPG 1046.1 “NASA Langley Research Center Emergency Plan, Chapter 3, will be executed beginning (immediately) (at \_\_\_\_\_ a.m./p.m.). (Request for overtime will be

processed through normal channels by special messenger furnished by organizations concerned.)

- c) Staff members with no assigned damage control duties are dismissed effective \_\_\_\_\_ a.m./p.m. Continue to monitor the LaRC Emergency Telephone System (864-2111) OR (888-664-2111) the resumption of work.
- d) The Emergency Operations Center will be/has been closed at \_\_\_\_\_ a.m./p.m. All personnel are released except those with assigned essential duties.

LaRC Emergency Preparedness Officer”

#### 4. Hurricane Report Example #3

“SUBJECT: Hurricane Report

The latest hurricane advisory indicates:

#### **OPTIONAL PARAGRAPHS**

Wind velocity has decreased and the hurricane has been downgraded to a tropical storm. Minor flooding is expected. Normal work operations can be resumed.

The direction of Hurricane \_\_\_\_\_ has changed. Hurricane 3 is announced. Normal work operations can be resumed.

The threat from Hurricane \_\_\_\_\_ has dissipated. Conditions ALL CLEAR is announced.

LaRC Emergency Preparedness Officer”

#### **SAMPLE PRESS RELEASES**

##### **FIRE/INDUSTRIAL/GENERAL CONTINGENCY**

At approximately \_\_\_\_\_ (time e.s.t./e.d.t) (day/month/year) there was a \_\_\_\_\_ (incident) at NASA Langley Research Center’s \_\_\_\_\_ facility, street address \_\_\_\_\_.

The facility (was/was not) in operation at the time of the incident. There (are/are not) reports of personal injuries. (Some/no) damage has been reported at this time. Additional information will be provided as it becomes available.

**AIRCRAFT CONTINGENCY**

At approximately \_\_\_\_\_ (time e.s.t./e.d.t) (day/month/year) a NASA Langley Research Center \_\_\_\_\_ (type) aircraft \_\_\_\_\_ (crashed/declared an emergency in flight/missing) \_\_\_\_\_ (location). The aircraft and its crew of \_\_\_\_\_ (number) were conducting a \_\_\_\_\_ (scheduled research/pilot familiarization) flight. \_\_\_\_\_ (crew status). A search is in progress. Names of the crew are being withheld pending notification of next of kin. There (are/are no) reports of injury or damage to private property. An Accident Investigation Board is being formed to determine the cause of the incident.

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